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New Contractor Orientation

The General Services Administration (GSA) is committed to helping our Multiple Award Schedule contract holders be successful. In past years, GSA's Industrial Operation Analysts (IOAs) tried to visit every new contractor, soon after contract award, to discuss contract requirements and ensure contractor personnel understand the Government's expectations. As the Schedule program continues to grow, that's not always feasible.

What Is A Maximum Order? What Does It Mean?

Each Management Services Center (MSC) contract holder (you) have Clause 52.216-19, Order Limitations, in your contract. This Clause identifies a specific minimum and maximum dollar amount for your contract. The MSC Schedule thresholds (individual contracts may differ) are as follows:

		<u>Minimum</u>	<u>Maximum</u>
874	MOBIS	\$300.00	\$1,000,000.00
00CORP	Consolidated	\$100.00	\$1,000,000.00
871 II	Energy Management	\$100.00	\$1,000,000.00
899	Environmental	\$100.00	\$5,000,000.00
738 II	Language	\$100.00	\$1,000,000.00
874 V	LOGWORLD	\$300.00	\$1,000,000.00

The minimum amount is described in the first sentence of the clause: "When the Government requires supplies or services covered by this contract in an amount less than \$ (see above), the Government is not obligated to

Last year we implemented New Contractor Orientation seminars that are given periodically across the country. The seminars have increased the number of contractors who receive the information that they need, while providing a group setting that fosters face-to-face interaction among attendees and presenters. Despite these efforts, we realize that we're still not reaching all of you!

The New Contractor Orientation webcast is the solution! This online presentation contains critical information on contract requirements and your responsibilities as a contract holder. It also provides links to various marketing resources to help you get on your way. You can access the presentation at any time that's convenient for you by simply clicking on the link provided below. The link is also available through our Vendor Support Center website -- <http://vsc.gsa.gov>. Under the tab, "Vendor Training", select "New Contractor Orientation." Webcast training is available when you are, 24-7-365.

http://www.vodium.com/goto/gsa/nco_s.asp

The webcast is not only for new contractors! It's a perfect way for veterans of the Schedule program to brush up on contract requirements, or bring new employees up to speed. It can also serve as a quick refresher and resource guide.

We realize that watching a presentation on the web deprives you of the ability to ask questions and provide feedback. That's why we've decided to hold live, monthly online chat sessions that will give you the opportunity to ask questions and receive real-time answers from GSA personnel. After you register to view the webcast, you will get periodic emails alerting you of upcoming chat sessions. We've also incorporated a feedback survey at the end of the presentation. We encourage you to provide comments and suggestions for improvement so that we can ensure that the New Contractor Orientation webcast is as informative and useful as it can be.

purchase, nor is the Contractor obligated to furnish those supplies or services under the contract." This is not usually misunderstood.

The maximum amount is described in paragraph (b): "The Contractor is not obligated to honor any order for a combination of items in excess of: \$ (see above)." This is often misunderstood. Some agencies mistakenly think that this is the maximum amount they may purchase. There is no limit to the size of purchase on the Schedules.

Let us assume that you want an order above the maximum order. Be aware that the agency is strongly encouraged to ask for an additional discount based on the size of the order.

We want every one of you to win awards well beyond the Maximum Order!

Marketing Online

GSA's job doesn't end with your contract award; in fact, we are still here to assist with marketing of your Federal Supply Schedule to the federal community. We offer various information sources to make the process a little easier. There are several valuable marketing and contracting web sites available. Simply click on each of the following keys to learn more about how to become a GSA schedule success!

Marketing Online – *The keys to success:*



Click on the **M1** key to access the **GSA Web Portal** (www.gsa.gov). Here you'll find helpful links to events like our annual [GSA Expo](#) and the U.S. Government's Official Web Portal, [FIRSTGOV](#), containing all of the websites to government agencies and organizations.



Click on the **M2** key for **e-Tools** and **Procurement Reference Materials** (www.gsa.gov/powerup). Here you will find [e-Buy](#), which allows you to respond to RFQs from customers; get into the [Federal Acquisition Regulation](#) (FAR); obtain the latest information and/or view tutorials about [GSA's e-tools](#); download our [GSA logo](#); and, advertise in the [GSA MarkeTips](#) magazine distributed to over 100,000 federal buyers.



Click on the **M3** key to go to the **Vendor Support Center** (<http://vsc.gsa.gov>). Home of "*The Steps to Success – How to be a Successful Contractor*" publication and the "*New Contractor Orientation*" vendor training. Click on the tab titled [Business Opportunities](#) for sales reported by contractors in the Schedule Sales Query (SSQ).



Click on the **M4** key to go to the **Management Services Center** website (www.gsa.gov/mgmtservices). Read our [MSC Contractors Quarterly Newsletter](#), view the [FY05 Business Development Data for MSC Schedules Use and New Opportunities](#), use helpful [Web Links for Schedule Contractors](#) and find easy to follow [SIP instructions](#) to help you upload your contract data into GSA Advantage!

It's Your Contract - *Pointers for success:*



Your company will be more successful if you keep your contract information up-to-date. Notify your Procurement Contracting Officer of any changes immediately.

We hope that we've provided you with a beneficial and accessible tool to help you navigate your road to success.

If you have any questions regarding the purpose or content of the presentation, please contact Sheri Meadema on 703.605.2577. Technical questions should be directed to the Vodium helpdesk on 202.223.1800 or at support@vodium.com.



Are You Using GSA Electronic Tools for Your Maximum Benefit?

There is so much data available for your use!

Do you see all the Requests for Quote that go to Special Item Numbers that you hold?

Have you identified your best potential customer?

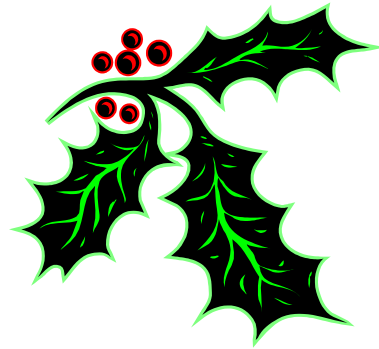
Do you know how agencies shop?



Review and understand your contract requirements.

Have questions? Points of contacts are available online and can be found by clicking [here](#) and then clicking on the particular schedule. We are always happy to answer questions or provide you with assistance. We also enjoy hearing about your schedule success.

GSA is here to assist you; however,
Your Success is Your Responsibility



'Tis the season for Mass Modifications!

GSA has produced an instructional letter to all prospective offerors that is required to be added to all GSA Schedule solicitations. This means that every single GSA Schedule solicitation will be "refreshed" in the coming few months. When a Schedule is refreshed a modification is sent to all existing contractors so that all the contracts cover the same basic clauses and references.

The first Management Services Center Schedule to be refreshed is MOBIS. MOBIS was refreshed on 19 June 2006. A modification will be sent to all current MOBIS contractors no later than 19 July 2006. It will reflect the new format and new clauses of Refresh 11. The changes will be identified in the beginning of the Refresh. Here is a list of the changes:

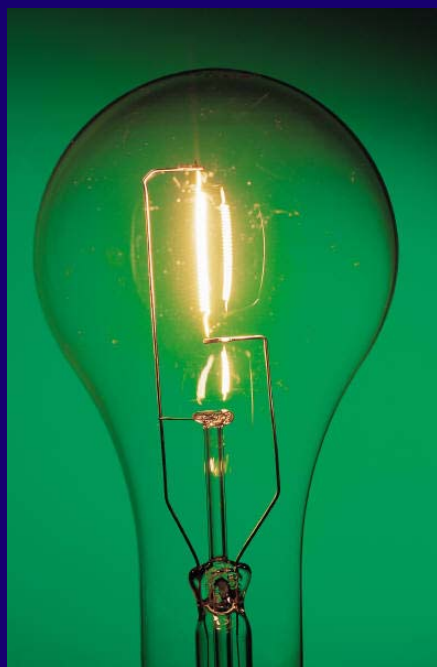
1. Solicitation Number has changed from TFTP-MC-000874-B (Refresh #10) to TFTP-MC-000874-B (Refresh #11) to coordinate with our Automated Procurement System.
2. The size standard (used to establish a Small Business designation) for the NAICS, 541611, has increased to \$6,500,000.
3. An offeror is now required to provide an original and one copy of the signed proposal.
4. The title for Special Item Number (SIN) 874-6 has changed from Privatization Support Services and Documentation (A-76) to Competitive Sourcing Support.
5. There are updated proposal instructions.
6. Attachments have been updated.
7. There is a new Cover Letter to All Prospective Offerors.

Does your marketing reach them?

How is an electronic modification request done?

Do you need on-line training for these ideas?

Use <http://gsa.gov/powerup> and maximize your Federal business!



Questions and Answers

Question: Why do some Department of Defense (DoD) agencies say they can't use GSA Schedules?

Answer: DoD agencies may use GSA Schedules but they must meet the DoD and agency requirements before they make the purchase. The Defense Procurement and Acquisition Policy website is listed at <http://www.acq.osd.mil/dpap/specifc policy/index.htm>. This website is an excellent resource for the accurate understanding of DoD specific requirements.

In addition to DoD requirements, each agency component (e.g. The Department of the Air Force) may add greater restrictions to the use of "non-DoD contract vehicles".

8. There is a Table of Contents.

9. The following clauses are deleted:

552.219-73	Goals for Subcontracting Plan (JUN 2005) (Alternate 1 JUN 2005)
A-FSS-41	Information Collection Requirements and Hours of Operation (NOV 1999)
C-10FT-500	Delivery Schedule (Commercial Professional Services)
D-FSS-10FT-500	Packaging and Packing (Applies to Deliverables Only)
G-FSS-10FT-500	Task Order Invoice Requirements
I-FSS-10FT-100	Support to be Provided to the Government
I-FSS-314	Foreign Taxes and Duties

10. The following clauses are revised:

52.212-1	Instructions to Offerors-Commercial Items (JAN 2006)
52.212-4	Contract Terms and Conditions- Commercial Items (SEP 2005)
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders
552.212-70	Preparation of Offer (Multiple Award Schedule) (AUG 1997)
552.215-72	Price Adjustment—failure to provide accurate information (AUG 1997) (Previously in Full Text; Now Incorporated by Reference)
552.216-72	Placement of Orders (SEP 1999) (Alternate II - SEP 1999)
552.229-71	Federal Excise Tax-DC Government (SEP 1999) (Incorporated by Reference)
552.252.5	Authorized Deviations or Variations in Provisions (Sep 1999) (Deviation FAR 52.252-5) (Previously Full in Text; Now Incorporated by Reference)
A-FSS-11	Consideration of Offers under Standing Solicitations (DEC 2000)
G-FSS-900-C	Contact for Contract Administration (JUL 2003)
L-FSS-101	Final Proposal Revision (JUN 2002)

11. The following clauses are new:

52.204-9	Personal Identity Verification of Contractor Personnel (JAN 2006)
552.211-74	Charges for Marking (FEB 1996) (Incorporated by Reference)
552.211-75	Preservation, Packaging, and Packing (FEB 1996) (Incorporated by Reference)
552.219.77	Packing List (FEB 1996) (Incorporated by Reference)
552.211-78	Commercial Delivery Schedule (Multiple Award Schedule) (FEB 1996) (Incorporated by Reference)
552.219-72	Preparation, Submission, and Negotiation of Subcontracting Plans (JUN 2005)

If you are a MOBIS contractor, be aware that GSA will be looking for your response to this modification. Please respond within 30 days. Thank You!

Question: If a task order comes in on Schedule X but I have the right labor categories in Schedule Y, can I just use my Schedule Y labor categories on a Schedule X bid?

Answer: If an ordering agency determines that the Statement of Work requires the X Schedule (which then means specific X SINs), then a contractor (or contractor team) needs to hold that Schedule (again, with the right SIN(s)) to receive a Task Order to perform that Statement of Work.

A contractor's assertion that it has "appropriate" labor categories on its other Schedules to accomplish the work is insufficient. The way a given task order requirement fits within the Schedule scope is determined by the ordering agency.

If the Government has determined that the X Schedule is necessary for its particular Statement of Work, then a prospective contractor would need to:

1. Team with an X Schedule holder having the necessary SINs, or
2. (if time permitted) Get an X Schedule contract itself.

Schedule contracts aren't awarded just for generic labor categories that can be used on other (non-awarded) Schedules but for specific labor categories on specific SINs and specific Schedules.

More information on Schedule Teaming can be found at:

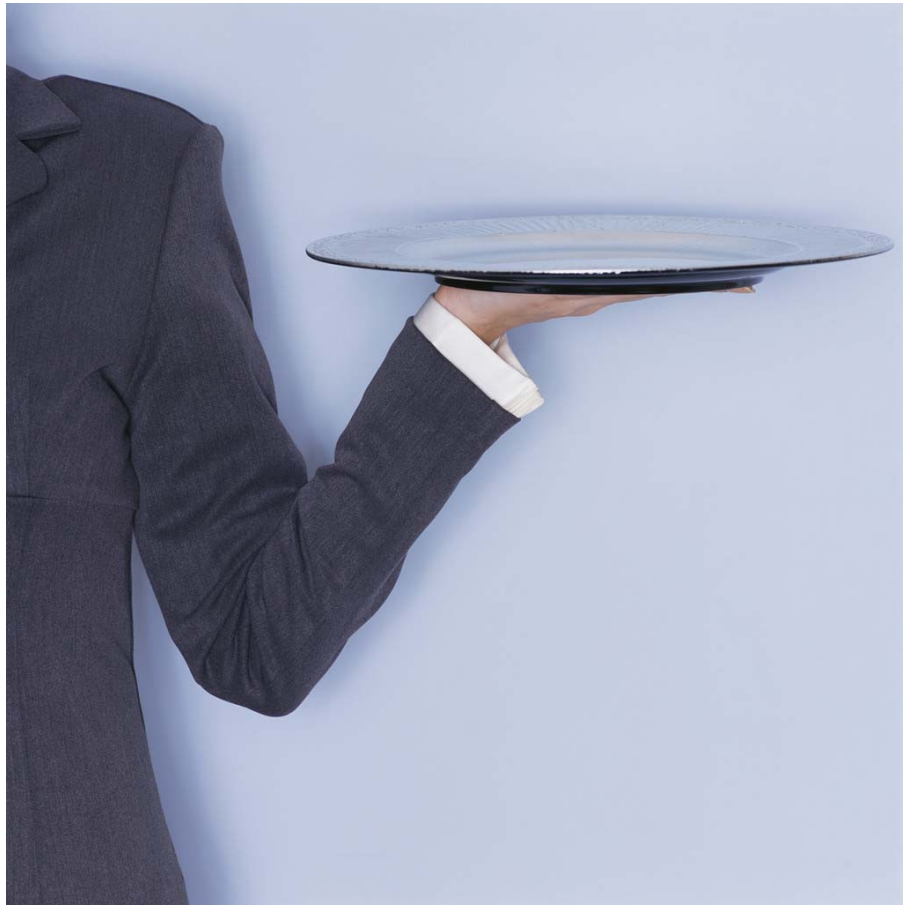
<http://www.gsa.gov/cta>

The Next MSC Industry Day

The next MSC Industry Day is scheduled for November, 2006. It will be located at a hotel in Crystal City Virginia.

You are highly encourage to submit agenda topics for the meeting. Please send them to:

Maureen.duckworth@gsa.gov Our goal is to understand your needs and



How GSA Schedules Meet Agency Needs

Here are Schedule attributes that are good to know:

- This accelerated process is available at low cost to meet time sensitive acquisitions
- For services, usually 15-60 days to process, for products ... just minutes if using GSA Advantage!

Time savings means that the Agency Contracting Officer can:

- Spend more time on contracts not suitable for GSA Schedules (Cost Plus contracts)
- Satisfy more customer requirements in less time while getting FTE (full time equivalent) credit
- Reduce customers desires to seek external contracting support

Three ways to acquire GSA Services:

Customer Managed Acquisitions:

Agency Contracting Office makes procurement using Schedules

Low .75% fee paid by contractor

No Money is sent to GSA

Agency in total control of acquisition

GSA Managed Assisted Services:

GSA acts in behalf of the Agency Contracting Office (some service task exceptions for Energy and Environmental Services)

2-5% fee paid by Agency

Money is sent to GSA

to help you maximize the productivity of your contract.

The format will be a general session for all vendors in the morning and breakout sessions, by Schedule, in the afternoon.

A registration website will be activated in August and a email invitation will be sent to all MSC Contract Administrators (you identified this person in your contract.)

The meeting has no fee. Due to regulations we may not provide food or beverages but these will be available in the local area.

We really appreciate your participation! More information will be posted in the next Newsletter.

MSC Points of Contact

Language
Tammy Lindsley
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MOBIS
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MOBIS
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Environmental/Energy
Carolyn DiCugno
(253) 931-7042
carolyn.dicugno@gsa.gov

LOGWORLD
Barry Nelson
(253) 931-7268
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Consolidated
Staci Oetting
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Using other Acquisition Agency Fee for Service vendors and requesting use of GSA Contract Vehicles

Fee ranges vary

Money is sent to the Fee for Service Agency

And...

- There is no requirement to advertise Task Orders
- Competition-in-Contracting Act (CICA) requirements met
- Task Orders Count towards agency socio-economic goals.
- There is no limit to the size of the orders (maximum threshold just means the agency is encouraged to request an additional discount)
- Pricing on GSA Advantage represents ceiling prices
- Agencies may ask for further discount depending on size of the acquisition
- Prices have already been determined to be fair and reasonable
- Products and services are offered World-wide
- Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts are awarded for 5 years with 3 Five year options (for up to 20 years total)
- GSA manages and is scheduled to update the open solicitations annually to incorporate changes in clauses or laws
- GSA manages requests for contract modifications and administration of basic contract vehicle
- Agencies with established IDIQ contracts could still improve contracting support and save money by using GSA because:
 - The Agency, at the end of the IDIQ, must re-compete the contract (an additional cost) rather than using the long term GSA contract
 - The Agency is carrying the administrative expenses of maintaining their IDIQ contract
 - Clauses may be added at the Task Order Level as long as they do not conflict with the basic Schedule contract
 - Single or Multiple Award Blanket Purchase Agreements (BPAs) may be used in GSA Schedules
 - Contractors can make use of Contracting Teaming Arrangements or Prime / Subcontractor Requirements to provide a total solution.
 - E-Tools are available to acquire goods & services or conduct market research
 - Agencies can use GSA e-Tools for Requests for Information (RFIs), or Requests for Quote (RFQs) and to award contracts
 - Agencies can use GSA e-Tools for market research and award and track GSA Schedule awards with their own procurement systems
 - With over 17,000 Contractors, Agencies' most desired contractors likely already hold a GSA Schedule Contract. If they don't, most GSA Acquisition Centers will expedite an Agency request to award a Schedule Contract to a particular vendor
 - Free training and assistance from local Customer Service Directors is available